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28 January 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on Selection and Processing of Career Trainees --  
18 January 1966

1. Present were: Messrs. Bannerman, Warfield, [redacted] from DD/S; Richardson [redacted] Training; Echols and [redacted] from Personnel; [redacted] from Security; and [redacted] from Medical Services.

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2. The meeting began with a review of the Career Trainee picture for FY '66 and prospects for the upcoming class in April. [redacted] forecast a shortfall in this year's quota of 225, due largely to the small January class. He said it is still too early to give a firm figure for the April class but noted that 18 "internals" are being considered and 40 "externals" are at processing stages which make them distinct possibilities. Thus, enrollment could reach as high as 58. If so, the FY '66 picture would be:

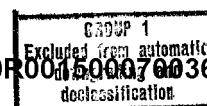
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July Class	66
October Class	41
January Class	34
April Class	<u>58</u> (est.)
Total	199 (est.)

3. In answer to Mr. Bannerman's question as to how the proposals he approved in October and December 1965 to accelerate CT recruitment are working out, [redacted] replied that it is a bit early to tell. He noted that: (a) CTP hasn't yet obtained the two additional program officers who will enable CTP to conduct on-the-spot field interviews with candidates to cut processing time; (b) considerable progress is being made in speeding up Headquarters paper processing; (c) CTP and Personnel are cooperating more closely in spotting candidates and developing joint recruitment efforts; (d) formation of the new policy committee on advertising has resulted in some delay in getting more ads for CT's; and (e) provisional clearances are just beginning to be issued for CT's -- the first such EOD was 4 January, another is due 24 January, and 10 more are in process.

4. [redacted] described new moves that Recruitment has taken with respect to "instant interview reports" on promising CT candidates, even before

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they return their application forms, and measures of "hot pursuit" in such cases. In the past only about 25 per cent of the prospects who are interviewed and given application forms actually return them. Through "hot pursuit" it is hoped this figure can be raised to 50 per cent and also that more of the applicants we accept can be induced to EOD.

25X1 5. [ ] then raised a series of questions about the rationale and selection standards of the CT Program:

a. Is the Career Trainee Program the primary source of professionals for the Agency?

b. If yes, should we be and are we seeking potential GS-15's?

c. If no, what do we do about numbers and standards?

d. If more CT's are needed, do we need more files or to select more of those whose files we have?

e. If d is correct, how do we do it?

6. In response to these questions, it was noted that the present quota of 225 CT's per year represents well under half of the Agency's requirements for new professionals. Only DD/P looks to the Program for the majority of its new recruits; DD/I and DD/S expect no more than one-third of their new professionals from this source, and DD/S&T only a token number. Mr. Richardson registered opposition to any thought that current selection standards should be lowered substantially. However, [ ] pointed out that the "full duty general" requirement which governs medical standards should perhaps be re-examined, particularly as applied to DD/I and DD/S&T candidates. Mr. Bannerman emphasized two points: the compelling need to meet established recruitment quotas; and the wisdom of avoiding any "elite" concept with respect to CT's.

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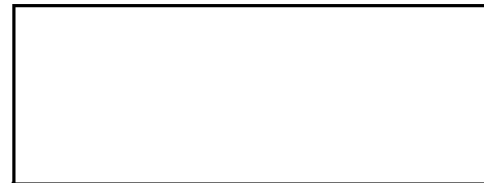
25X1 7. [ ] expressed the view that more and better qualified applicants are needed if current CT quotas are to be met. He presented the following figures, along with the opinion that recent candidates have not been screened as carefully as those in past years.

	<u>CT Quota</u>	<u>CT Applicants</u>
FY '63	150	856
FY '64	225	937
FY '65	225	1,007

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8. Mr. Bannerman asked whether many of our CT problems can't be met simply by tightening the whole recruitment, selection, and processing mechanism to yield a higher ratio of EOD's to qualified prospects. Measures already agreed upon to "squeeze the water" out of the processing time schedule were recapped. Then he suggested still another measure: the joint review of junior professional applicant files and the joint interview of candidates by CTP and Personnel to avoid duplication of effort and to speed up the process of determining where the Agency can best use an individual applicant. The Directors of Personnel and Training were asked to work out a system to accomplish this purpose and to include it in their joint report on recruitment proposals which the DD/S requested in December. (DD/S 65-5928, dtd 14 Dec '65) To conclude the meeting, Mr. Bannerman stressed the necessity for developing means by which our CT selection standards and the elements of our CT processing system can be validated. The views of the Directors of Personnel and Training were specifically requested on this point.



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Assistant Executive Officer  
to the DD/S

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